

City of Malvern - 2014

Street - Trk. Driver Class A - Sweeper Oper. / Laborer

Job Description

Exempt: No

Department: Street

Reports To: Asst. Street Superintendent

Location: 118 North Main

Date Prepared: January 14, 2013

Date Revised: June 23, 2014

GENERAL DESCRIPTION OF POSITION

Performing tasks that ensure the efficient operations of the Malvern Street Department. These duties are related to the operation of complex heavy motorized street sweeping equipment & any other heavy duty equipment necessary to maintain the jobs required to provide clean streets and assist with other Street Dept. duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates assigned equipment (street sweeper, tractor, bush hog, backhoe, track hoes, grader, dump truck, & other related heavy equipment & tools as needed or required. This duty is performed weekly, about 20% of the time.
2. Inspects & maintains sweeper or assigned equipment for safety & mechanical defects. This duty is performed daily, about 5% of the time.
3. Checks fuel, fluids, air pressure, hydraulics, filters & vacuum lines. This duty is performed daily, about 5% of the time.
4. Monitoring of large and small equipment, vehicles and all job safety practices. This duty is performed daily, about 100% of the time.
5. Up-dating Assistant Street Superintendent regarding operations and other conditions within the street department. This duty is performed daily, about 5% of the time.
6. Tool operation - Both air & manual (drills, blowers, ratchets, shovel, rake, trowels) and any other as assigned. This duty is performed irregularly, about 30% of the time.
7. Housekeeping of equipment & the work area. This duty is performed daily, about 10% of the time.
8. Assist with the replace and repair of signs throughout the city. This duty is performed irregularly, about 10% of the time.
9. Wash & clean sweeper equipment or assigned equipment as needed. This duty is performed irregularly, about 5% of the time.
10. Minor maintenance & inspection of equipment including checking oil, fuel levels, tires, lights, lubricating and to report all major maintenance to Asst. St. Supt. This duty is performed daily, about 5% of the time.
11. Respond to emergency clean-ups (including spills) & perform special sweeps as necessary. This duty is performed irregularly, about 5% of the time.
12. Assist crew members with various job duties. This duty is performed irregularly, about 30% of the time.

13. Assist with the cleaning, repairing or replacing of culverts, drains, ditches & bridges as needed. This duty is performed irregularly, about 10% of the time.

14. Keep simple records. This duty is performed daily, about 10% of the time.

15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Funds, Property & Equipment Responsibility: \$ 30,000

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within a single department or office. Errors resulting from inaccuracy would create minor confusion, delay or expense to correct the situation.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High School Diploma or the equivalent

Valid - AR Class A - Commercial Driver's License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Not indicated.

ADDITIONAL INFORMATION

Work schedule must be flexible, due to weather & season. Shift will begin at 4:00 A. M. until 12:30 P.M. at least 2 days per week. All other days will begin at 7:00 A. M. unless otherwise stated by the Department head.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, talk or hear; occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision; peripheral vision; and depth perception.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions, vibration; occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles. The noise level in the work environment is usually loud.

CITY OF MALVERN - 2010

Job Description for Street - Trk. Driver Class A - Sweeper Oper.Laborer

Printed 06/23/2014 at 9:18 AM

DBCompensation System - www.dbsquared.biz